



## Engineering Business Office

### CAPITAL EQUIPMENT SUPPLEMENTAL FORM

- ❖ **To avoid order delays, fill out this form completely and email to [ebo@engr.colostate.edu](mailto:ebo@engr.colostate.edu)**
- ❖ Use this form in conjunction with the Purchase Request Form for equipment purchases.
- ❖ CSU Property Management requires this additional information **at the time the order is placed.**
- ❖ Capital Equipment is a single item (or combined multiple items creating one system) costing more than \$5000 with a useful life of more than one year.

Does this order constitute:    Individual Assets   ☐    Multiple Systems   ☐    One System   ☐

Does this order:    Create a new system   ☐    Modify an existing system\*   ☐

\*If this is a modification, provide the decal number of the existing system: \_\_\_\_\_

Who is the manufacturer? \_\_\_\_\_

What is the model number? \_\_\_\_\_

Where will this system be physically located? \_\_\_\_\_

In laymen's terms, describe this equipment:

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Comments/Additional information:

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